

CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

915 CAPITOL MALL, SUITE 590
SACRAMENTO, CA 95814
TELEPHONE: (916) 653-2799
TELECOPIER: (916) 654-5362

**MEMBERS:**

Bill Lockyer, Chairman
State Treasurer

John Chiang
State Controller

Michael Genest, Director
Department of Finance

Harry Bistrin
Judith N. Frank
John Hilinski, M.D.
Oscar Sablan, M.D.
Sumi Sousa
Greg Campbell

EXECUTIVE DIRECTOR:
Barbara Liebert

JOB OPPORTUNITY BULLETIN

Class: Executive Assistant
Tenure: Permanent
Time Base: Full-Time
Salary: \$3288-\$3996

Under the direction of the Deputy Executive Director (CEA 2), with wide latitude for independent action, provides secretarial and administrative support to the Executive Director, Deputy Executive Director, and Treasury Program Manager II; independently carries out assignments and handles confidential/sensitive assignments with tact and diplomacy; and prioritizes and completes assignments in a timely, efficient manner.

ESSENTIAL DUTIES INCLUDE:

- Relieves the Executive Director and Deputy Executive Director of administrative detail and provides secretarial and office support to the Treasury Program Manager II and professional support staff by preparing and processing sensitive correspondence and contacts; screening phone calls; maintaining complex records of events, meetings, and conferences; maintaining the daily calendar and scheduling meetings with legislators, investment bankers, bond counsel, health care professionals, and other parties; reviewing and formatting for consistency with administrative policy outgoing correspondence prepared by other staff for the Executive Director's or Treasurer's signature; and preparing and routing confidential memorandums and documents.
- Prepares agenda for the Authority meetings, briefing memo for the items listed on the agenda, distributes it to Authority Members and staff, and posts it to the website; prepares various legal matrices and any required supporting documents; assists with the preparation of monthly Authority meeting packets and distribution to all Members per policy guidelines; takes roll call at meetings, records activities and completes other assigned projects both independently and as a team member.

Prepares agenda notices of public hearings required for bond issues and arranges for appropriate signatures of standard documents related to the hearings.

- Submits approved invoices for all CHFFA expenses to State Treasurer's Accounting Office; takes necessary follow up steps to insure timely payment of operating expenses. Monitors outstanding contract balances between CHFFA and independent contractors; submits approved invoices from contractors to Accounting for payment and reports remaining balances and terms of the contracts to the Deputy Executive Director and Treasury Program Manager II.
- Calculates and prepares invoice letters for the CHFFA initial fees for new and refunding bond issues; responsible for the preparation and distribution of annual administration fee invoices on all outstanding bond issues.
- Schedules travel arrangements for CHFFA staff and prepares travel claims for reimbursement of expenses for Board Members and staff. Provides backup to the Executive Assistant for CEFA during excessive workload and absences.

DESIRABLE QUALIFICATIONS

- Effective and efficient oral communication
- Strong computer skills, including an understanding of databases and spreadsheet applications
- Initiative, resourcefulness and good judgment
- Dependability and the ability to produce accurate work products
- Optimism and positive attitude
- Ability to respond to multiple priorities and meet tight deadlines.
- Excellent interpersonal and organizational skills
- Ability to work with a variety of people and organizations in a professional and courteous manner at all times.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Office Technician (Typing).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "324-001-1728-001" next to the classification on your application/resume, i.e. Executive Assistant (324-001-1728-001)

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3147 or TDD (916) 654-9922.